



Spectrum School Board Minutes

Date: December 19, 2012
 Scheduled Time: 5:40 PM
 Attendance:

Position	Committee Member	Arrive	Depart
Chair	Dave Lucas	Present	
Vice-Chair	Rob Rogers	Present	
Treasurer	Eric Bubna	Present	
Secretary	Don Stauffer	Present	
Member	Kerry Jerred	Present	
Member	Sara Peloquin	Absent	
Member	Mike Wiyninger	Present	
Ex-Officio	Vanessta Spark	Present	
Ex-Officio	Patty Jorris	Absent	
Ex-Officio	Nick Taintor	Absent	
Advisor	Rick Peterson	Present	
Staff Member	Dawn Sorenson	Absent	
Guest	Brenda Schulze	Present	
Guest	Jeff Uecker	Present	
Guest	Danny Waldron	Present	7:25pm
Guest	David Waldron	Present	7:25pm

1. Meeting called to order with quorum present at 5:45 p.m.
2. Reading of Mission and Vision Statement
3. Consent Agenda
 It was requested that agenda item Academic Oversight be moved to the January 17, 2013 meeting. In addition, Mr. Wiyninger requested that the item *Spectrum Building Company Open Position as of January 2013* be added to the agenda.

Following discussion, *on a motion duly made and seconded, Bubna/Wiyninger, the minutes of the November 8, 2012 and November 9, 2012 Spectrum Board of Directors meetings, along with the additions to the agenda as noted above were unanimously approved by the Spectrum High School Board of Directors.*

4. Public Input
None
5. Spectrum Student Input
Two Spectrum students were present to review the operations of the Board. Danny and David Waldron are enrolled in Boy Scouts and are required to review a Board meeting as part of meeting requirements for the Boy Scouts.

6. Budget Report

6.1 Beltz, Kes, Darling & Associates November, 2012, Financials

Mr. Bubna shared a financial summary, including that holdback was reduced by the State, reducing the school's need to access the line of credit. It was discussed that changes are in process for the purchase of materials for the school. A credit card system is in process of being implemented to make the purchase process more transparent as well as easier to manage than the current one card system.

Following discussion, *on a motion duly made and seconded, Rogers/Jerred, the Spectrum High School Board of Directors unanimously approved the November 2012 Financial Statements as presented.*

6.2 Finance Committee Report

Mr. Bubna reported that the State holdback has been decreased to 17.5 percent, which is great news for the school as it now doesn't anticipate a need to utilize the line of credit. Mr. Bubna noted that the Committee discussed the allocating of fuel expenses to the proper activities and athletics, as well as a future purchase of a bus. Lastly, Mr. Bubna reported that the Committee discussed how the financials will be presented for the Building Company.

Following discussion, *on a motion duly made and seconded, Rogers/Jerred, the Spectrum High School unanimously approved the minutes from the Finance Committee meeting on December 12, 2012.*

7. Old Business

FACILITIES UPDATE

Mr. Peterson shared an update with the Board. Phases I and II punch lists are down to a few items. Phase III is still on track for Jan 11, 2013 occupancy date. The builder has committed to work through the Christmas holiday season to achieve this. General contractors have been engaged to discuss opportunities for improvements to our land. Responses are expected in the next month. Mr. Peterson provided a preliminary plan for modifications to the existing field house. A bid is being prepared for this as well. Additionally, we have initiated our first request for items, going through our Trustee to purchase items. The Board questioned any fees that may be charged for these draws. Ms. Spark and Mr. Peterson will reach out to BKDA for clarification, potentially impacting the process for how requests will be made in the future.

Mr. Rogers discussed the need for additional storage, specifically once the build-out begins. Mr. Peterson shared other discussions in progress for additional storage. It was reported that money has already been set aside for additional storage.

8. Director's Report

Ms. Spark provided an update for the Board. A math teacher and a social studies teacher have been hired to replace 1 teacher that is leaving as of 12/21/12. She went on to note that the VOA visit went well, meeting with board members, students, and the director. Advertising was discussed. The question was raised as to when should we be able to assess the efforts we are spending to gain awareness and student growth. The Board agreed this was necessary but also premature. Plans are already in place to contact feeder organizations as well as other sources to identify potential students that may be interested. It was raised that we need to

communicate the change in ownership as well as future athletic field development in order to continue to raise awareness within the community. The Board also discussed how to work closely with local media to ensure continued awareness of the school and what Spectrum offers.

Following discussion, on a motion duly made and seconded, Stauffer/Rogers, the Spectrum High School Board of Directors unanimously approved to accept the Director's Report as presented.

9. New Business

COMMITTEE REPORTS

A. Technology Committee

No discussion on the Technology committee minutes.

9.5 2013-2015 Technology Plan

The Board acknowledged the work that went into this plan.

Following discussion, on a motion duly made and seconded, Stauffer/Bubna, the Spectrum High School Board of Directors unanimously approved the 2013-2015 Technology Plan as presented.

9.6 Approval of Technology Policy

Since no changes were made to the previously approved policy #403, it was deemed that additional approval was not necessary. (For clarification, the current policy was made into a standalone policy using existing language in the Student Handbook.) A document entitled "What is Technology Rich" was handed out, and included in the minutes by incorporation. The Board was requested to review the document and add this topic to our next Board meeting.

9.7 SIT Committee

It was noted that the Committee reviewed the requirements from our site visit in 2010. The Committee is working on developing new Parent, Student, and Staff survey questions for the spring climate surveys, as well as administration review of questions. A student exit survey will be created as well, focusing on students graduating and requesting their assessment of readiness for continued studies.

Following discussion, on a motion duly made and seconded, Rogers/Wyninger, the Spectrum High School Board of Directors unanimously approved to accept the minutes as presented.

9.8 Student Handbook Changes

The Board discussed consistency between disciplines to qualify for lettering.

Following discussion, on a motion duly made and seconded, Bubna/Jerred, the Spectrum High School Board of Directors unanimously approved the changes to the Student Handbook Drama lettering requirements.

9.9 VOA Standard Assessment

The Board discussed VOA's decision to raise as a deficiency that all leaders need a development plan. The School responded to the finding and was pointed to the Minnesota Statutes as requiring this. The Board determined to modify our action as necessary to meet all statutes.

9.10 Election/Nominating Committee Update

The team is in process of being assembled, both those with experience last year and new to the committee. Meetings of the committee are expected to commence in January. Subsequent work from last year led by Ms. Schultz was referenced as being very helpful in preparing for this year's process. Candidates are in process of being identified, including those currently on the Board eligible for re-election. Mr. Wiyninger requested the Board provide feedback on expectations of Board members of skill sets that would be beneficial for the Board. Discussion ensued as to what information needs to be communicated to prospective board members prior to their agreement to pursue the role.

9.11 School Security

Meetings have been held recently to identify opportunities to increase security in the building. Ideas discussed were buzzers prior to entry, alarms or panic buttons strategically placed, increased procedures in the case a lock down is necessary. Admission protocol was discussed as well as options for other security measures. Staffing needs were also discussed, the Board realizing some options may require additions. Outside resources have also been included in the discussion by school resources, ensuring all avenues are explored in ensuring student and staff safety. Additional staff training was also discussed. This currently is a part of all new teacher training and is rehearsed periodically throughout the school year. It was communicated to the Director to pursue expenditures that fall within the current spending limits in place. Additional conversation will ensue in coming months as recommendations and cost impacts are analyzed.

9.12 Closed Meeting

Pursuant to Mn. Stat. §13D.03 Subd. 5., the Spectrum High School Board of Directors Chair, Mr. Lucas, announced that the Board would be moving into a closed session to consider allegations against a Spectrum employee.

Following the closed session, the regular meeting of the Spectrum High School Board of Directors was re-convened by Chair Lucas. Chair Lucas reported that in the closed meeting the employment status of Nikki Powell was discussed. The Board directed Ms. Spark to seek the legal opinion of council regarding continued employment for Ms. Powell and to report back to the Board on her findings at its next meeting, which is scheduled for January 17, 2013.

10. Academic Oversight

Service Learning. Moved to the January 17, 2013 meeting.

11. Charter School Updates & Training

No update provided. This will be covered on a quarterly basis.

12. Board Goals

- Board Goal #1: By the April 2013 Board meeting, an assessment of technology will be completed, including assessment of the current state of technology, and a recommendation of how technology can better be applied.
- Board Goal #2: By the March 2013 Board meeting, the Board will have completed research to include similar size charter schools regarding pay structure and administrative structure, and provide recommendations for the following fiscal year cycle.
- Board Goal #3: By the October 2012 Board meeting, the Board will define a process for students to formally provide input at the Board level. Completed ✓

All goals are on track for completion at or prior to agreed upon deadlines.

13. Previously Tabled Items

None

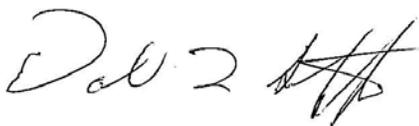
14. Miscellaneous

- Board Calendar; Requirements related to Bonding will be added to the calendar as soon as they are fully defined.
- Board Workshop Meeting; The meeting date was discussed and determined to be moved to a future date to be determined. The new date will be defined at the next Board meeting. A task force will pull the agenda together and define any items needing research prior to the meeting.
- John Cairns mentioned he would be available to support bond issues on an ongoing basis for a fee. In addition, he agreed to provide Board governance training. The Board determined any training would need to be approved by VOA.
- Open position in the Spectrum Building Company; Per the information shared at the Building Company, a seat will be vacated at the end of January, 2013. The Board determined to chose a replacement for Ms. Schultz at the January Board Meeting.
- The structure of the Building Company finance committee was discussed. Clarification regarding needs will be requested by Mr. Taintor of BKDA. Procedures and controls will be developed for handling financial transactions between entities.

15. Next Meeting Agenda Input: January 17, 2013

16. Adjournment;

On a motion duly made and seconded, Stauffer/Bubna, the Spectrum High School Board of Directors unanimously adjourned the meeting at 8:35 p.m.



Board Secretary Certification, Don Stauffer